

JOB DESCRIPTION

Library Assistant

General Statement: Library Assistant supports Hartford Public Library's mission & core values and provides effective access to resources, information, and ideas.

Job Classification: G-3

Schedule: Day, evening, & weekend hours

Supervisor: Various Supervisors

Supervised Staff: None

Essential Job Functions:

Provide quality service by assisting customers in the use of library resources.

Assist with library programs.

Perform clerical duties.

Serve on committees, including neighborhood teams.

Perform other duties as assigned.

Minimum Qualifications:

Demonstrated commitment to customer service.

Excellent interpersonal and communication skills.

Operate computers and relevant software.

Ability to establish and maintain effective working relationships with customers and staff in a diverse environment.

Minimum Requirements:

High school diploma or equivalent.

Valid CT driver's license